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CIA Guard Group

Chief, Building Security Branch

Instructions to the Guards -- East Building

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1. It is requested that the guards at East Building be instructed in the following procedure regarding Visitors:

Effective 10 October 1957 the Receptionist Post at East Building will be discontinued. As a result, the guard at the Main Entrance will assume some of the Receptionist's duties, as follows:

a. Visitor Passes will be supplied to the Guard. The Guard will ask the Visitor to sign the Visitor Pass with his name and address and check the Column Marked "CITIZENSHIP".

b. The Guard will call one of the following persons in the order named and they will either arrange for an escort, or give him a telephone number that he will call. He will then ask that an employee be sent to the guard desk to escort the Visitor.

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c. When the Visitor leaves, the Guard will mark the time of departure on the Visitor Pass indicated as "Time Out".

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d. In the event the Guard has any question or problem concerning a Visitor, he will immediately call Extension for guidance.

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Distribution:

Original - Guard Post
East Building

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